NICE Administration *IMPORTANT*

To Check Recorder Alarms:
1. From the **Start Menu**, choose **Programs → NICE Applications.**
2. From available list, click once on **NICE Supervision** to launch.
3. From the **Log On** box, enter your Username and Password.
4. When NICE Supervision screen launches, alarms generated by the NICE Recorder will be displayed for review. Please call the CCC for assistance with any alarms received.
   PLEASE NOTE: Free space on the archive DVD can be viewed in NICE Supervision & Backup.

To Check Archive DVD Status:
1. From the **Start Menu**, choose **Programs → NICE Applications.**
2. From available list, click once on **NICE Administrator** to launch.
3. From the **Log On** box, enter your Username and Password.
4. Click once on the **Backup** button within the **NICE Administrator** window.
5. Check free space on the DVD here. If full, see **"To Change a Full DVD"** section.

To Change a FULL Archive DVD:
NICE Backup & Supervision screens will display status of archive DVD. **When receiving a message indicating the archiving DVD is full, the DVD must be changed.**
1. From within the **Backup** module, review the status of the archiving medium (DVD).
2. When determined it is full, access and <u>OPEN</u> the **NICE Recorder** door within the **VESTA cabinet**.
3. Return to Administrator workstation and click once on the **Soft Eject** ⏏ button from the **Backup Toolbar** to electronically eject the medium.
   DO NOT manually eject the medium from the NICE Recorder.
4. Return to the VESTA cabinet, remove the current archive DVD from the drive and replace with a new piece of medium to archive to.
   If Side A is full, flip DVD over and continue archive to Side B. If Side B is full, remove the DVD and insert a new DVD to begin archiving to Side A.

Roxio CD Burner

To Launch Roxio Easy CD & DVD Creator:
1. From the **Start Menu**, choose **Programs → Roxio Easy CD & DVD Creator**.
2. From available list, click once on **Creator Classic** to launch.

To Create a Recording CD *(Figure 1)*:
1. *After saving an incident scenario within Scenario Replay,* launch **Creator Classic** and insert a blank CD into the CD burner drive on the computer (Drive E).
2. Within the **Creator Classic** screen, select the project type to create from the **Project** window *(Figure 1)*. **Click on MUSIC** project type and **select Music CD**.
   <u>A Music CD must be selected</u> if the recording is to be played on a standard CD player. By default, your CDs should have a **Data** CD Project type.
3. Select the location of the audio recording from the **Select Source** drop down list.
   All files from Scenario Replay **by default are saved to the following locations:**
      Audio files (.wav) = My Documents → Scenario Replay → Wav files folder
      Scenario files (.xml) = My Documents → Scenario Replay → Scenarios folder
   Both audio (.wav) and scenario (.xml) files can be placed on the same CD.
4. Select all files to be burned to CD from the lists available in the **Source** window and drag selected files to the **Project** window below.
   Files copied from **Source** *window to* **Project** *window will appear in listing.*
5. Enter the name of the disc in the **New Disc Title** field and **Artist Name** (optional).
6. Once satisfied, click the **Burn** button to begin creating the CD.
   Record Setup box will appear. Settings within this box can be changed if required, including number of copies to be burned. The CD will be finalized so it can be played on any CD player.
7. Click the **OK** button within the **Record Setup** box to begin the CD burn.
8. When the CD burn is complete (Figure 2), click the **OK** button within the **Burn Disc Progress** box and manually eject CD from the computer's CD Burner drive.
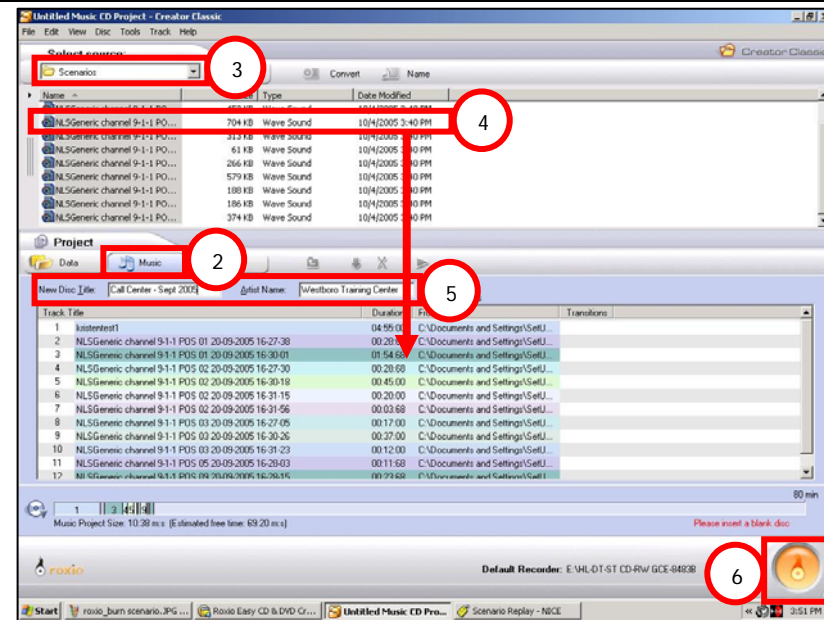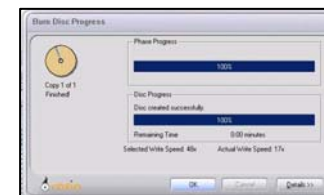

Figure 1

Figure 2

Scenario Replay

To Launch Scenario Replay:
1. From the **Start Menu**, choose **Programs → NICE Applications**.
2. From available list, click once on **Scenario Replay** to launch.
3. From the **Log On** box, enter your Username and Password.

To Search for a Recording:
1. Within the Scenario Replay screen, enter the search criteria for the recording within the **CLS Search** tab of the **Search Bar**.
   *For a DATE search: Enter the "From and To" or "Last" date ranges within the **When** field or choose a set duration to search within.*
   *For a CRITERIA or FILTER search: Enter the criteria within the appropriate field in the **Search Criteria/Filter field**.*
   *For an ADVANCED criteria search: Use the **Advanced Criteria** search button.*
2. Once the appropriate date range/search criteria has been selected, click once on the **Search** button to perform the search of the CLS Logger.
   *All transmissions matching your search criteria will be displayed in the **Transmission List** and **Scenario View** of the Scenario Replay screen.*
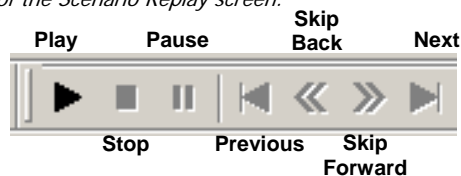

Figure 3

To Play a Single Recording:
1. From either the **Transmission List** or **Scenario View**, select a transmission to be played.
   *To select a single transmission from the **Transmission List**, click once on a listed transmission.*
   *To select a single transmission from the **Scenario View**, click once on the transmission bar displayed.*
2. Use the **Play** button from the **Toolbar** or double click on any selected transmission to begin playing.
   Adjust Playback options as needed using the tools provided in the Toolbar (Figures 3 & 4).

To Play a Series of Recordings:
1. From either the **Transmission List** or **Scenario View**, select a series of transmissions to be played.
   *To select multiple transmissions from the **Transmission List**, use the shift/control button and click once on each transmission you would like selected.*
   *To select multiple transmissions from the **Scenario View**, drag a box around the transmissions you would like selected.*
2. Use the **Play** button from the **Toolbar** to begin playing.
   Adjust Playback options as needed using the tools provided in the Toolbar (Figures 3 & 4).
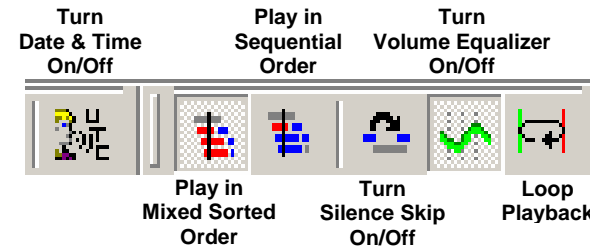
To Change Playback Options:

Figure 4

Make sure all playback options, including playback speed, are set correctly before saving to a .WAV file.

To Save Transmissions as a Single Recording (.wav) File:
1. From the **Transmission List**, select a transmission or a series of transmissions to be saved. Make sure all playback options are set correctly before saving (Figure 4).
2. From the **File Menu**, choose to **Export Scenario To File.**
3. Choose to save **Selection As Single File…** (which will save all selected transmissions to a single .wav file) **OR** choose to save **All As Single File…** (which will save all transmissions listed in Transmission List to a single .wav file).
4. When the **Save As…** dialog box is displayed, name the .wav file and click once on the **Save** button.
   *By default, all .wav files are saved in the **My Documents → Scenario Replay → Wav files** folder.*

To Save All Transmissions in a Search as a Scenario (.xml) File:
1. From the **Transmission List**, select a transmission or a series of transmissions to be saved.
2. From the **File Menu**, choose to **Export Scenario To File.**
3. Choose to save **Selection As Scenario…** (which will save all selected transmissions to a single scenario file) **OR** choose to save **All As Scenario…** (which will save all transmissions within the search to a single scenario file).
   The Save As… dialog box will be displayed.
4. When the **Save As…** dialog box displayed, click once on the **Create New Folder** button.
   The new folder should be named and relate to criteria of the search, such as "Main Street Incident". All scenarios are saved with a generic "scenario" name and cannot be renamed.
5. Highlight the new folder and click once on **Open** to open the newly created folder.
6. Click once on the **Save** button to save the scenario files to the specified folder.
   *By default, all .xml files are saved in **My Documents → Scenario Replay → Scenarios**.*